

**State Controller's Office
Award for Counties' Financial Transactions Reporting
Review Criteria for the 2021-22 Fiscal Year**

1. Timely filing of the Counties' Financial Transactions Report by the deadline stated in the State Controller's Office (SCO) reporting alert package.
2. Governmental/Enterprise Funds:
 - a) All funds, revenues, and expenditures must be properly classified as prescribed by the SCO.
 - b) Specific identification must be provided for all major items reported in the Other categories.
3. Debt Forms:
 - a) All debt (e.g., Bonded Debt, Special Assessment Act Bonds, Certificates of Participation, Lease Obligations, State and Federal Construction Loans, and Other Long-Term Debt) must be properly reported on the appropriate form(s) and line(s) and properly classified by fund type;
 - b) Unmatured balances of State and Federal Construction Loans must include principal only
 - c) All lease obligations reported must include both future principal and interest payments..
4. The report should not require material revisions to revenues, expenditures, enterprise activities, or debt service.
5. Multiple adjustments to the report will result in disqualification (must not exceed three report adjustments). Examples of adjustments include:
 - a) Omission of funds, revenues, expenditures, statistics, appropriations limit information, debt, enterprise activities, or other required forms;
 - b) Adjustments made to the reported data during the review process;
 - c) Improper classifications (e.g., reclassification of revenues, expenditures, enterprise activities, or debt);
 - d) Fund balances that do not agree with fund balances reported on the Summary and Statistics form and the Balance Sheet.
6. Any revised report must be submitted by the stated deadline or the report will not be considered filed on time.
7. Due diligence should be exhibited in furnishing information to the SCO. Questions posed by the Controller's staff should be responded to by the specified due date. Non/untimely responses to the questions regarding reported data will result in report disqualification.

8. Report issues that remain unresolved after discussion with SCO staff that would materially impact the comparability of information published on <https://bythenumbers.sco.ca.gov> will result in disqualification. Examples of report issues that will result in disqualification are:
 - a) Inclusion of interfund transactions/transfers between the four governmental fund types;
 - b) Omission of funds, revenues, expenditures, debt, enterprise activities, or other required forms;
 - c) Inclusion of enterprise activities in the statement of Revenues and Expenditures in-lieu of reporting on the appropriate enterprise form;
 - d) Inclusion of debt service expenditures in the Statement of Expenditures in-lieu of reporting on the appropriate debt service form.
9. Electronic report validation errors should be corrected with a footnote that clearly explains why the entry is valid. Each invalid footnote will be considered one report adjustment.
10. All Blended Component Units data are integrated into the appropriate county funds for reporting purposes and included in the Counties' (primary government) Financial Transactions Report.

Notes: To meet the Budget filing deadline, submit an unbound copy or an electronic version of the adopted budget with all the schedules required in the County Budget Guide (https://www.sco.ca.gov/Files-ARD-Local/county_budget_guide_2020_edition.pdf) to the Local Government Policy unit using the mailing address or email below. Provide a final, bound hardcopy when available.

Send one copy of your budget to:

Mail: via US Post Office
State Controller's Office
Local Government Programs and Services
Division
Local Government Policy Unit
P.O. Box 942850
Sacramento, CA 94250-5875

via Express Mail (FedEx, UPS, etc)
State Controller's Office
Local Government Programs and Services
Division
Local Government Policy Unit
3301 C Street, Suite 700
Sacramento, CA 95816

Email: LocalGovPolicy@sco.ca.gov